

## Privacy Policy

This privacy policy sets out how Threlkeld Village Hall uses and protects any information that you give us when you use this website.

Threlkeld Village Hall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

Threlkeld Village Hall may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

### What we collect

Where necessary, we may collect the following information:

- name and job title
- contact information including telephone, address and postcode, email address
- other information relevant to the hall, community coffee shop, or event booking or purchase

### What we do with the information we gather

We require this information to provide you with a better service, and for internal record keeping. We will not pass the information to any third party.

We send emails about forthcoming events to PayPal customers and to subscribers who have opted-in. We will use your email address to send these emails. If you wish to unsubscribe click [HERE](#) and we will delete your email details from our systems.

On rare occasions, when it is necessary to do so, we will send you emails related to your purchases, for example if an event is cancelled. For customers who have unsubscribed we will delete your email details once the event for which you have purchased tickets has taken place.

Where customers have entered into a financial contract with Threlkeld Village Hall Trust, Threlkeld Community Coffee Shop or Threlkeld Activities Association we are required to keep financial records – for example invoices - for at least seven years. We will not use your personal data for any other reason and we will delete all personal data once the legal requirement to keep it has passed.

### PAYPAL

Payments for tickets and goods are handled by PayPal. PayPal handles transactions securely and does not share your credit card details with us. See PayPal's privacy policy for more details on how they handle your information. [PayPal Privacy Policy](#)

We will only use contact telephone numbers entered on PayPal to communicate with you about the related transaction. We will never use them for unsolicited communication.

### Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

In particular, personal details relating to your purchase or booking will not be held on the website.

### Cookies

We only use cookies for logged on users. To see more details click [HERE](#).

## Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## More information.

If you have any queries regarding this Privacy Policy or wish to:

- request access to information we hold about you
- correct any information we hold about you
- delete information we hold about you

please contact us by e-mail at [info@threlkeldvillagehall.org](mailto:info@threlkeldvillagehall.org).

This policy has been reviewed and amended to meet the requirements of the GDPR 2018 and is effective from 25<sup>th</sup> May 2018.